

Systems Development

DESCRIPTION OF MAJOR SERVICES

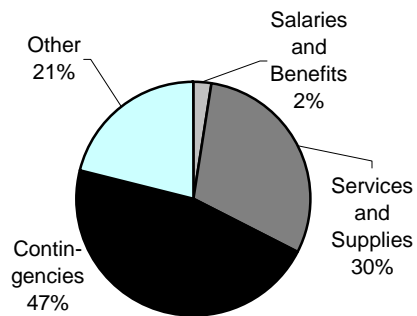
The Systems Development fund was established to support, maintain, and improve the modernized creation, retention, and retrieval of information in the county's system of recorded documents. Revenue includes fees collected pursuant to Government Code Section 27361 on legal documents. This budget year will be the first that staffing is associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

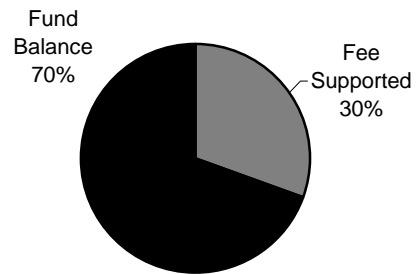
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	3,615,341	13,557,790	3,840,061	17,061,549
Departmental Revenue	4,066,883	3,380,000	5,510,598	5,197,902
Fund Balance		10,177,790		11,863,647
Budgeted Staffing		-		7.0

In Accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

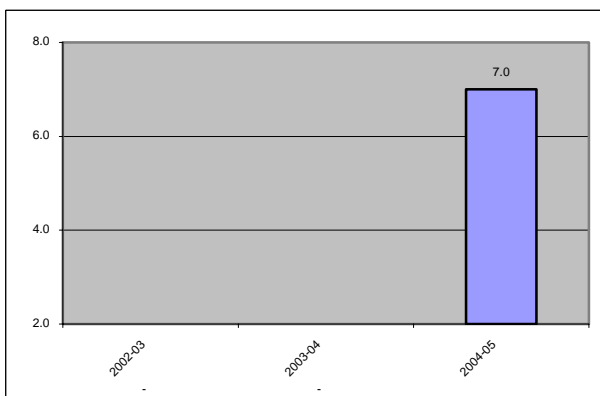
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



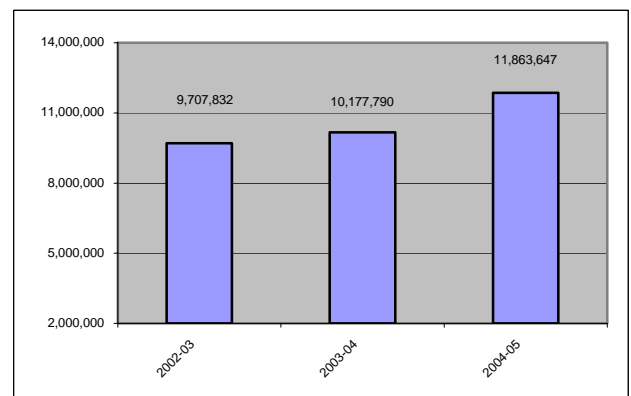
2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 FUND BALANCE TREND CHART



GROUP: Fiscal
 DEPARTMENT: Auditor/Controller-Recorder
 FUND: Systems Development

BUDGET UNIT: SDW REC
 FUNCTION: General
 ACTIVITY: Finance

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	-	-	111,100	310,350	421,450
Services and Supplies	2,402,937	9,664,523	9,664,523	(4,526,044)	5,138,479
Equipment	320,379	2,798,000	2,798,000	(193,000)	2,605,000
Transfers	676,265	685,555	940,549	50,876	991,425
Contingencies	-	242,212	242,212	7,662,983	7,905,195
Total Appropriation	3,399,581	13,390,290	13,756,384	3,305,165	17,061,549
Operating Transfers Out	440,480	167,500	167,500	(167,500)	-
Total Requirements	3,840,061	13,557,790	13,923,884	3,137,665	17,061,549
Departmental Revenue					
Current Services	5,257,920	3,380,000	3,380,000	1,817,902	5,197,902
Other Revenue	252,678	-	-	-	-
Total Revenue	5,510,598	3,380,000	3,380,000	1,817,902	5,197,902
Fund Balance		10,177,790	10,543,884	1,319,763	11,863,647
Budgeted Staffing		-	1.0	6.0	7.0

DEPARTMENT: Auditor/Controller-Recorder
 FUND: Systems Development
 BUDGET UNIT: SDW REC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	-	13,557,790	3,380,000	10,177,790
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	-	-	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	1.0	366,094	-	366,094
Subtotal	1.0	366,094	-	366,094
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BOARD APPROVED BASE BUDGET	1.0	13,923,884	3,380,000	10,543,884
Board Approved Changes to Base Budget	6.0	3,137,665	1,817,902	1,319,763
TOTAL 2004-05 FINAL BUDGET	7.0	17,061,549	5,197,902	11,863,647



DEPARTMENT: Auditor/Controller-Recorder
 FUND: Systems Development
 BUDGET UNIT: SDW REC

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Salaries and Benefits Added 6.0 staff for the following positions: Automated Systems Analyst I, Automated Systems Technician, 3.0 Clerk III and Staff Analyst II. The ACR has a number of modernization initiatives to pursue and staff is needed to achieve them. The Recorder currently provides vital records and marriage licenses through three County Libraries. Using the same libraries, the Recorder would like to extend the ability to research the grantor/grantee index and the sale of official records to the public. One Clerk III is needed at each of the three libraries. The San Bernardino County Recorder is one of two offices that has statutory authority to conduct electronic recording of documents. The Recorder currently conducts electronic recording for the Franchise Tax board, The Treasurer-Tax Collector, and various mortgage lenders. In order to expand this service to local title companies, who strongly desire this service, 1.0 additional ASA I and 1.0 additional AST are needed to install and support new software and the systems at the title companies. The complexity of the Recorder's Office has increased in the past few years to enable the division to keep up with the workload. A Staff Analyst II is needed to prepared and monitor RFPs and management projects; coordinate studies of operations, work flow, training, and finances; develop policies and procedures to improve operations; analyze and make recommendations on revenues and expenditures; review and make recommendations on new and pending legislation. The total cost of these 6.0 positions is \$280,939 and will be completely funded from the special revenue fund. There is no impact to the general fund or local cost.	6.0	310,350	-	310,350
2. Services and Supplies Beginning this fiscal year only the amount to be expended in services and supplies in 2004-05 will be budgeted. The remaining balance will be moved to contingencies. The \$2,500,000 budgeted in services and supplies is to add expanded index data to the archived images and/or to digitize more of the filmed images.	-	(4,723,946)	-	(4,723,946)
3. Equipment Reduction in need for projected equipment.	-	(193,000)	-	(193,000)
4. Transfers Increase is due to new positions being added that were Board approved on March 9, 2004. Positions priced out higher in budget prep than anticipated in the board agenda item due to employees starting at a higher steps, 401K and retirement costs.	-	50,876	-	50,876
5. Contingencies Increased due to the remaining unplanned balance from services and supplies to contingencies.	-	6,537,753	-	6,537,753
** Final Budget Adjustment - Fund Balance Increase in contingencies due to fund balance adjustments.		1,125,230	-	1,125,230
6. Revenue The increase revenue is due to the projected increase in recording documents, the work volume has increased significantly due to the real estate economy.	-	-	1,620,000	(1,620,000)
7. Operating Transfers Out Prior year CIP remodel was recognized last year, funding is no longer required in fiscal year 2004-05.	-	(167,500)	-	(167,500)
** Final Budget Adjustment - Mid-Year	-	197,902	197,902	-
The addition of two Business System Analysts III positions which reside in ISD budget, are needed to support the Auditor/Controller's Office. These positions are needed to translate the recording process into business and functional requirements and identify and provide the business rules, quality standards, policies and procedures to enable the title companies to submit their documents electronically. ISD direct labor appropriation increased by \$197,902. Positions are funded by recording revenue.				
Total	6.0	3,137,665	1,817,902	1,319,763

** Final Budget Adjustments were approved by the Board after the proposed budget was submitted.

